

Quick Reference
2017 Annual Planning Summary (APS)
User's Guide^{1, 2}

PART 1	OFFICE	Enter the office preparing this APS.
	NEPA REVIEWS	Select one of two responses.
	SITE-WIDE EISs	No action required. This section is not applicable until 2019.
PART 2	TYPE	Select the type of document using the dropdown menu.
	STATUS	Select the status using the dropdown menu.
	ID	Enter the DOE NEPA identification number if available, e.g., DOE/EIS-XXXX. If no document number has been assigned, enter N/A.
	TITLE	Enter the document title. Text is limited to 350 characters.
	COST	Enter actual or planned NEPA costs. Consult your senior management regarding the cost data they require for their reporting purposes. If costs are unavailable or unknown, leave blank.
	NOI/EAD	Enter the actual or planned date of the Notice of Intent for an EIS or an EA Determination (MM/YYYY format). The APS User's Guide has additional guidance for other NEPA reviews.
	DRAFT	Enter the actual or planned date of the Notice of Availability (NOA) for an EIS or an EA (MM/YYYY format). The APS User's Guide has additional guidance for other NEPA reviews.
	FINAL	Enter the actual or planned date of the NOA for the Final EIS or Final EA (MM/YYYY format).
	DESCRIPTION/COMMENT	Enter supplemental information as needed. Please note that text in this field is limited to 350 characters.
PART 3	PREPARER	Provide the name of the NCO completing this template.
	DATE	Enter date in the MM/DD/YYYY format.

¹A supplemental template has been included for those requiring more than one page when preparing the APS.

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Under DOE Order 451.1B, *NEPA Compliance Program*, Secretarial Officers and Heads of Field Organizations are responsible for annually submitting APSs to the General Counsel by January 31. An APS briefly describes the status of ongoing NEPA compliance activities, any environmental assessments expected to be prepared in the next 12 months, any environmental impact statements expected to be prepared in the next 24 months, and the planned cost and schedule for completion of each NEPA review. Every three years, the APS for each Field Organization evaluates whether a site-wide EIS would facilitate future NEPA compliance activities. Preparation of APSs helps ensure that NEPA activities are aligned with program priorities and that resources are allocated to enable timely completion of NEPA documents.

This user's guide is a companion to the *Quick Reference 2015 Annual Planning Summary User's Guide*. It has been prepared to provide detailed guidance for completing the APS template. Your Secretarial Officer or Departmental Head may provide additional instructions. If you have questions or require additional assistance in completing your APS template, call or email Ralph Barr at 202-586-3448 or ralph.barr@hq.doe.gov.

The APS template is divided into three parts. Part 1 identifies the office preparing the template, confirms its NEPA review activity, and asks whether a site-wide EIS was considered. Part 2 identifies the project and provides relevant administrative information. Part 3 identifies the preparer and date of preparation.

Part 1

OFFICE	Provide the name of the office and/or departmental element for which the APS template has been prepared. Your management may provide additional instructions in completing this element.
NEPA REVIEWS	This element indicates if NEPA reviews are ongoing or planned. Select one of two responses: No NEPA reviews are ongoing or planned , or The ongoing and planned NEPA reviews are listed in Part 2 . If No NEPA Reviews is selected, enter the name of the preparer and date of preparation.
SITE-WIDE EISs	No action is required this year. Evaluations of whether a site-wide EIS are not required until 2019.

Part 2

TYPE	<p>This field describes the NEPA review for which you are reporting. Select one of five of the responses by using the dropdown menu:</p> <p>EA Environmental Assessment EIS Environmental Impact Statement (Supplemental and Site-wide) MAP Mitigation Action Plan SA Supplement Analysis OTHER Any reportable NEPA review not listed above.</p>
STATUS	<p>This field describes the status of the NEPA review. Select one of three responses by using the dropdown menu: Proposed, Ongoing, or Canceled.</p>
ID	<p>Each NEPA review has or will be issued a unique identifier. Enter the DOE NEPA identification number, e.g., DOE/EIS-XXXX. If no number has been assigned, enter N/A. Additional information identifying the NEPA review can be entered in the DESCRIPTION/COMMENT field below. Please note that text in that field is limited to 350 characters.</p>
TITLE	<p>Each NEPA review has or will eventually receive a title. If it is known, enter the title of the document in this field. If a title has not been determined, describe the NEPA review. Please note that text in this field is limited to 250 characters. Additional text can be entered in the DESCRIPTION/COMMENT field below.</p>
COST	<p>Estimated costs for each NEPA review (both ongoing and future) should be identified in the APS to help senior management plan the budget. Budgeting for NEPA reviews is an essential part of effective planning and management. Consult your senior management regarding the cost data they require for their budget reporting needs. Enter cost in whole numbers. If costs are unknown or unavailable, this field should be blank.</p>
NOI/EAD	<p>This field reports the beginning of the NEPA review. Dates can be actual or planned. For EISs, enter the date the Notice of Intent was published in the <i>Federal Register</i>. For EAs, enter the date of the NEPA Determination, and for SAs, enter the date of the NEPA review authorization. This guidance also applies to new MAPs and revisions. Determination dates should be entered for documents identified as OTHER, as well as an explanation of how these dates were determined, in the DESCRIPTION/COMMENT field below.</p>
DRAFT	<p>This field reports when the draft NEPA review is available for public or management review. Dates can be actual or planned. For EISs, enter the date the Notice of Availability was published in the <i>Federal Register</i>. For EAs, enter the date availability of the draft EA was announced on the Agency webpage or local media venues, and for SAs, enter the date of the expected draft. This guidance also applies to new MAPs and revisions. Determination dates should be identified as OTHER, as well as an explanation of how these dates were determined in the DESCRIPTION/ COMMENT field below.</p>
FINAL	<p>This field reports when the final NEPA review is available. Dates can be actual or planned. For EISs, enter the date the Notice of Availability published in the <i>Federal Register</i>. For EAs, enter the date the final EA availability announced</p>

on the Agency webpage or local media venues, and for SAs, enter the expected date of the final. This guidance applies to new MAPs and revisions. Please note that text in this field is limited to 350 characters.

**DESCRIPTION/
COMMENT**

This 350 character field is used to provide information unique to the NEPA review that cannot be adequately be described elsewhere.

Part 3

PREPARER

Provide the name of the NCO completing this template.

DATE

Enter date in the MM/DD/YYYY format.